



BUSINESS SERVICES DIVISION

Finance
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December 1, 2003

Dear Unincorporated Fayette County Business Owner:

The business license/occupational tax certificate that you currently hold for the year 2003 will expire on December 31, 2003. Upon its expiration, Fayette County ordinances require a renewal for the upcoming year by January 31, 2004.

Enclosed please find a pre-printed business license renewal form:

- A. If your information has changed please note on renewal form
- B. Verify the number of employees.
- C. Calculate fee. (Fee Schedule on Back of Renewal Form)
- D. Sign & date application.
- E. Mail application & check to the above address. Please make checks payable to Fayette County.

Following information required before license can be issued; must be include with renewal form:

- 1) Home Based-Signed Home Occupation Form
- 2) State License-Copy of current state license

If you are no longer operating a business in unincorporated Fayette County, please write this on the renewal form and return it to Fayette County so that we may update our records.

For your convenience, you can mail your completed application in the enclosed pre-addressed envelope. Applications submitted will be processed and business licenses will be mailed within 3 working days of receipt. Business licenses can also be obtained at the County office (Stonewall complex, Suite 101) between the hours of 8:00AM-5:00PM M-F.

Sincerely,

Tammy Lackey
Business License Technician

OCCUPATIONAL TAX SCHEDULE



Number Employees	Fee
0 - 3	\$ 75.00
4 - 6	\$ 150.00
7 - 10	\$ 250.00
11 - 15	\$ 375.00
16 - 25	\$ 500.00
26 - 50	\$ 750.00
51 - 100	\$1,000.00
101+	\$10.00 each up to \$1,500.00

PRACTITIONERS OF PROFESSIONS

Practitioners of professions shall elect as their entire occupation tax one (1) of the following:

1. The occupation tax based on number of employees, or
2. A fee of \$150.00 per practitioner who is licensed to provide the service.

The following, although not exclusive, are examples of such practitioners of professions:

Architects	Land Surveyors	Practitioners of Physiotherapy
Chiropractors	Landscape Architects	Psychologists
Dentists	Marriage and Family Therapists, Social	Public Accountants
Embalmers	Optometrists	Veterinarians
Engineers: Civil, Mechanical, Hydraulic, Electrical	Osteopaths licensed (under Chapter 34 of Title 43)	Workers, and Professional Counselors
Funeral Directors	Physicians licensed (under Chapter 34 of Title 43)	
Lawyers	Podiatrists	

STATE AND NATIONAL BANKS, STATE BUILDING AND LOAN ASSOCIATIONS, AND FEDERAL SAVINGS AND LOAN ASSOCIATIONS

An annual Occupational Tax will be required for all depository financial institutions located within unincorporated Fayette County at a rate of .0025 percent of the gross receipts of the year following the year in which such gross receipts are measured. Minimum fee shall be \$1,000.00. The deadline for payment is March 31st.

NOTE: Fees will be pro-rated at fifty percent (50%) of the original fee beginning July 1st for new applicants.

PERMIT FOR HOME OCCUPATION

Approval of a permit for Home Occupation is conditional and subject to the following requirements:

Home Occupation: Allowed in A-R and residential Zoning Districts.

- A. **Residents** - Only residents of the dwelling may be engaged in the home occupation.
- B. **Incidental Use** - The home occupation shall be clearly incidental to the residential use of the dwelling and shall not change the essential residential character of the building.
- C. **Display, Sale** - No display of products shall be visible from the street, and only products produced on the premises may be sold on the premises, except that bonafide agricultural products grown on the premises may be displayed in an Agricultural- Residential District.
- D. **Area** - use of the building for this purpose shall not exceed thirty-five percent (35%) of the principal building.
- E. **Alterations** - No internal or external alterations inconsistent with the residential use of the building shall be permitted.
- F. **Nuisance** - The occupation shall not constitute a nuisance in the neighborhood.
- G. **Accessory Buildings** - No accessory buildings or outside storage shall be used in connection with the occupation except as otherwise provided in the Ordinance.
- H. **Music, etc.** -Instruction in music and similar subjects shall be limited to two (2) students at a time.
- I. **Vehicles** - Only vehicles used primarily as passenger vehicles shall be permitted in connection with the operation of a customary home occupation.
- J. **Guests** - No more than three (3) non-transient guests may be boarded at any one time as a customary home occupation.
- K. **Uses** - The following and similar uses shall not be considered home occupations: Automobile service stations, ambulance service, rescue squad, amusement or recreational activities (commercial), animal hospital, commercial kennel, veterinarian clinic, or animal boarding place, automobile and related machine sales, automobile repair or maintenance, pawn shops, acid storage and manufacturing, heavy manufacturing, fortune teller, palm reader.

PROPERTY OWNER'S AND/OR APPLICANT'S COVENANT

As the owner and/or applicant for a Permit for a Home Occupation, I do hereby certify that the information supplied with this application is true and correct and I do hereby agree to comply with the ordinances of Fayette County. I understand and agree that any error, misstatement, or misrepresentation of fact, either with or without intention on my part, such as might, if known, cause a refusal of this application or any alteration or change in plans made without approval of the Zoning Administrator subsequent to the issuance of a Home Occupation Permit, shall constitute sufficient grounds for revocation of said Permit and an Occupational Tax Certificate resulting therefrom.

OWNER AND/OR APPLICANT

DATE

FAYETTE COUNTY OCCUPATIONAL TAX APPLICATION

(for businesses located in unincorporated Fayette County only)

Late Fee will be charged for Renewals Postmarked After January 31, 2004

A

☐ New Address ☐ Address Same as Last Year

Business Name: _____

Address: _____

Telephone Number: _____

Owner (s) Name: _____

Address: _____

Telephone Number: _____

Emergency Number: _____

B

TYPE OF OWNERSHIP

☐ Sole ☐ Corporation ☐ Partnership

Number of Employees: _____

Type of Business: _____

Tax Identification No.: _____

If you hold a STATE LICENSE, a copy of this State Card MUST be ATTACHED.

State Card No.: _____

Issued To: _____

Expiration Date: _____

Property Owner's Name: _____

Address: _____

Telephone Number: _____

D

I hereby certify that I am the owner or authorized agent of the above business. I further certify that I will abide by the Occupational Tax Ordinance of Fayette county, Georgia, and that the foregoing information is true and correct to the best of my knowledge. I am aware that the occupation tax is valid until December 31st. Should any complaints be filed with this office or any other department, this occupational tax is subject to review and legal action may be taken.

Signature of Business Owner _____

Date of Application _____

E

Submit Completed Application & Check to:

FAYETTE COUNTY

140 Stonewall Ave. West, Suite 101 • Fayetteville, GA 30214

MAKE CHECKS PAYABLE TO: FAYETTE COUNTY

OFFICE USE ONLY: *****

G See Back for Calculation of FEE

New: _____ Renewal: _____

Check No.: _____ Cash: _____

Fee: _____ Late Fee: _____

Total Fee: _____ Receipt No: _____

License No.: 04- _____ - SIC Code: _____

Fire Marshal's Office:

_____ -04 Approved by: _____

_____ -04 Denied by: _____

Location of Property for New or Changed of Address Applicants Only

District: _____ Land Lot: _____

Zoning District: _____

Finance Office:

_____ -04 Approved by: _____

_____ -04 Denied by: _____

Other Departmental Comments:
